

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
OFFICE OF LICENSING/ INSPECTION/VIOLATION REPORT

Center Name: CDI Head Start- Elm Street	Center ID#: 07ELM0002	County: Essex
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Address: 182 Van Buren Street	City: Newark	Zip Code: 07105	Email: helen_grace@theleaguers.org
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Phone: 973-589-0583	Fax:	Initial Inspection: 10/23/2015	License Status: R 12/7/16; T12/7/17
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Due Date(s):*	11/6/2015	12/25/2015	2/4/2016	3/17/2016	5/11/2016	9/5/2016
Date(s) Reinspection:	11/25/2015	1/4/2016	2/17/2016	4/26/2016	6/7/2016	9/7/2016
Due Date(s):*	10/7/2016	10/24/2016	10/27/2016	11/27/2016	2/9/2017	
Date(s) Reinspection:	10/21/2016	10/24/2016	10/27/2016	1/9/2017		
Due Date(s):*						
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Center is in compliance with requirements as of: **Reinspection occurs on or soon after due date*

center closed for the summer 2016; 9/7/16 center closed due to sponsor change; 10/21/16 center closed until fire panel is in working order 10/21/16 Renewal started and change of sponsor inspection conducted

Renewal ☒
 Initial ☐
 Monitor ☒
 Increase ☐
 Age Change ☐
 Relocation ☐
 New Sponsor ☒
 Space Evaluation ☐

Complaint # 887

Date Cited M/D/Year	Date Abated M/D/Year	Based on a inspection(s) conducted by the Office of Licensing (OOL) the above date(s), the center needs to take the following actions in order to come into compliance with the MANUAL OF REQUIREMENTS FOR CHILD CARE CENTERS (N.J.A.C. 10:122):
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Supervision, Staff/Child Ratios & Space

		<input type="checkbox"/> 1. Provide 2 staff to work with the children: when 6 or more children are present; on any field trip, outing, or special event away from the center regardless of transportation; or with more than 12 school-age children on walks.
		<input type="checkbox"/> 2. Provide immediate access to 1 additional adult for the school-age program when it is permitted to operate with only 1 staff member present.
10/21/2016	10/21/2016	<input checked="" type="checkbox"/> 3. Ensure that children are supervised by a staff member at all times.

Notes:

		<input type="checkbox"/> 4. Develop and implement a method to keep track of all the children, including at off-site locations.
10/21/2016	10/27/2016	<input checked="" type="checkbox"/> 5. Maintain required staff to meet ratios: when children are awake; sleeping; on premises during naptime.

Notes:

		<input type="checkbox"/> 6. Ensure that staff meet minimum age requirements and those below 18 years old and new staff who have not completed orientation are directly supervised by staff at least 18 years old.
		<input type="checkbox"/> 7. Limit group size to 12 infants (under 18 months), 20 children for early childhood or 30 children for school-age
		<input type="checkbox"/> 8. Cease caring for children below 2 ½ years of age.
		<input type="checkbox"/> 9. Provide care for no more than 5 children below 2 ½ years of age if center has an E (Educational) Use Certificate of Occupancy (C.O.) issued prior to 11/5/03.
		<input type="checkbox"/> 10. Assign a primary caregiver for group of 4 infants and 6 toddlers.
10/21/2016	10/27/2016	<input checked="" type="checkbox"/> 11. Post the center's license in a prominent location in each building.

Note: If number is checked, see attachment page(s) for clarification.

		<input type="checkbox"/> 12. Operate within the center's licensed capacity and within each room's capacity.
Notes:		
10/21/2016		<input checked="" type="checkbox"/> 13. Identify and maintain space requirements for all rooms approved by the OOL for children's use; make unapproved space inaccessible to children.
10/21/2016		<input checked="" type="checkbox"/> 14. Ensure the children's health, safety and well-being.
Notes:		
<i>Activities & Discipline</i>		
		<input type="checkbox"/> 15. Ensure that staff interact with children and provide children with: free choice of materials; a mixture of active and quiet experiences; a mixture of staff-directed and child-selected activities.
		<input type="checkbox"/> 16. Provide a sufficient variety of age-appropriate activities.
		<input type="checkbox"/> 17. Provide age-appropriate time frames for each activity.
10/21/2016		<input checked="" type="checkbox"/> 18. Provide enough supplies, furniture and equipment for the required activities.
		<input type="checkbox"/> 19. Plan and implement opportunities for school-age children's involvement in activity planning.
10/21/2016		<input checked="" type="checkbox"/> 20. Take children outdoors daily.
		<input type="checkbox"/> 21. Provide daily structured and unstructured indoor and outdoor energetic physical activity that promotes coordination and movement skills: 30 minutes for children in care less than 4 hours; 60 minutes for children in care more than 4 hours. Avoid inactivity for more than 30 minutes unless eating or sleeping.
		<input type="checkbox"/> 22. Develop policies/plans for use of TV/computer/video by children: under 2 years; over 2 years; with special needs; in care less than 4 hours; in care more than 4 hours.
		<input type="checkbox"/> 23. Ensure use of TV/computer/video is educational/instructional and age/developmentally appropriate, and not used as a substitute for planned activities or for passive viewing.
		<input type="checkbox"/> 24. Significantly limit the use of TV/computer/video for children under the age of 2.
10/21/2016	10/27/2016	<input checked="" type="checkbox"/> 25. Prepare and post a written discipline policy including acceptable actions that staff members may take.
		<input type="checkbox"/> 26. Use positive methods of guidance and discipline consistent with children's age and developmental needs: prohibit corporal and/or emotional punishment.
Notes:		
		<input type="checkbox"/> 27. Ensure staff do not withhold active play times as a means of discipline unless a child's actions or behavior present a danger to themselves or others.
		<input type="checkbox"/> 28. Ensure that school-age children participate in the development of discipline rules or are made aware the discipline rules.
<i>Nutrition & Rest</i>		
		<input type="checkbox"/> 29. Ensure that food provided by the center is stored, prepared and served in a safe and sanitary manner..
Notes:		
		<input type="checkbox"/> 30. Ensure uneaten food in a child's dish is discarded and unused food is stored appropriately and discarded after 24 hours if not consumed.
		<input type="checkbox"/> 31. Serve lunch for children present from 11:00am to 1:00pm who have not eaten lunch and are at the center for at least 5 consecutive hours.
		<input type="checkbox"/> 32. Provide the following additional food(s) for breakfast, lunch/dinner and/or snack:
Notes:		
		<input type="checkbox"/> 33. Serve snack for children attending the center for at least 3 consecutive hours and for all children attending after school.
		<input type="checkbox"/> 34. Provide nutritious food and beverages that comply with the manual/CACFP standards including a variety of fruits and vegetables and a high portion of whole grains; limit foods high in solid fats, added sugar, trans fats, and sodium. (Refer to CACFP standards at (www.fus.usda.gov/cacfp/child-day-care-centers))
		<input type="checkbox"/> 35. Provide age-appropriate seating for children who no longer need to be held for feeding.
		<input type="checkbox"/> 36. Ensure feeding plans for children less than 18 months old include breastfeeding arrangements/ accommodations when applicable and are maintained in writing for children less than 12 months old.
		<input type="checkbox"/> 37. Label each child's bottle with the child's name and date.
		<input type="checkbox"/> 38. Ensure milk, formula, and/or breast milk is not warmed in a microwave oven.
		<input type="checkbox"/> 39. Ensure formula or breast milk that is served but not completely consumed is discarded immediately or refrigerated and consumed within 24 hours.
		<input type="checkbox"/> 40. Ensure that bottles are not propped when children are feeding.
		<input type="checkbox"/> 41. Remove bottles and cups when children have fallen asleep and when crawling or walking.

Note: If number is checked, see attachment page(s) for clarification.

		<input type="checkbox"/> 42. Provide daily rest period for each child aged 18 months to 5 years who attends the center for 4 or more consecutive hours and as needed for each child below 18 months.
		<input type="checkbox"/> 43. Provide alternative activities for children who rest for 30 minutes and do not need more rest.
		<input type="checkbox"/> 44. Provide the following sleeping equipment and bedding: cots; 1"mats; cribs; playpens; sheets; blankets.
Notes:		
		<input type="checkbox"/> 45. Ensure that sleeping equipment is free of pillows, soft bedding and other hazards when occupied by a sleeping child, and that bedding does not cover the child's face.
		<input type="checkbox"/> 46. Identify and store individually each child's sleeping equipment and bedding.
		<input type="checkbox"/> 47. Provide enough light in rooms where children are napping to allow staff to see them.
		<input type="checkbox"/> 48. Repair and/or replace sleeping equipment that is in disrepair.
		<input type="checkbox"/> 49. Ensure that mats used for rest and sleep are placed on a surface that is warm, dry and clean.
		<input type="checkbox"/> 50. Provide cribs that meet CPSC standards and maintain documentation on file.
		<input type="checkbox"/> 51. Provide infants/toddlers with opportunities to leave their sleeping equipment to crawl, walk and play.
		<input type="checkbox"/> 52. Ensure children 12 months and younger are initially placed in a face-up sleeping position unless indicated in writing by child's health care provider.
Illnesses & Accidents		
		<input type="checkbox"/> 53. Designate an area where sick children can be separated from well children and provide rest equipment.
10/21/2016		<input checked="" type="checkbox"/> 54. Maintain illness log including: child's name; date; symptoms of illness observed; center's actions, and date child returned to the center.
		<input type="checkbox"/> 55. Notify parents immediately of: head/facial injury; bite that breaks the skin; fall from a height; injury requiring professional medical attention. Report other injuries by end of the day.
10/21/2016		<input checked="" type="checkbox"/> 56. Maintain an accident log that includes: name of child; date; time; location; description of accident/ injury; witnesses; type of first aid used; treatment/consultation by doctor; time of notification to parent.
Administration & Parent Involvement		
		<input type="checkbox"/> 57. Provide the center's telephone number in writing or by e-mail to parents of all enrolled children.
10/21/2016		<input type="checkbox"/> 58. Develop a table of organization indicating lines of authority, responsibility and job descriptions.
10/21/2016		<input type="checkbox"/> 59. Ensure that the director is scheduled to work 50 % of the center's daily operating hours.
10/23/2015	2/17/2016	<input checked="" type="checkbox"/> 60. Designate someone in the center to carry out the director's responsibilities when the director is absent.
1/9/2017		<input type="checkbox"/> 61. Ensure that the head teacher, group teacher and program supervisor are scheduled to work at least 75 percent of the center's daily operating hours, or at least 6 hours a day, whichever is less.
		<input type="checkbox"/> 62. Ensure that the head teacher/group teacher schedule time in other classrooms.
		<input type="checkbox"/> 63. Establish and maintain a staff substitute system.
		<input type="checkbox"/> 64. Hold parent/staff conferences semi-annually and upon request.
		<input type="checkbox"/> 65. Choose 1 of the following 4 options for parent involvement, and maintain documentation at the center: governing board; advisory committee; annual meeting; annual open house.
Program Records		
10/23/2015		<input checked="" type="checkbox"/> 66. Complete and maintain at the center the staff records checklist.
Notes:		
10/23/2015		<input checked="" type="checkbox"/> 67. Ensure that Child Abuse Record Information (CARI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
10/23/2015		<input type="checkbox"/> 68. Ensure that Criminal History Record Information (CHRI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
		<input type="checkbox"/> 69. Provide the following records for the director, head teacher, group teacher or program supervisor: education / training experience.
Notes:		
10/21/2016		<input type="checkbox"/> 70. Hire and submit the required documentation for the following: director; head teacher; group teacher; program supervisor.
Notes: director, head teacher		
10/23/2015	1/4/2016	<input checked="" type="checkbox"/> 71. Provide and document the orientation training provided within two weeks of hire to all staff members in: center operations; policies and procedures; supervision; tracking; group size limits; primary caregiver responsibilities; release policy; discipline policy; health practices; evacuating the center; using fire alarms; recognizing and reporting child abuse/neglect.
Notes: RECITED 10/21/16		
10/23/2015	4/26/2016	<input checked="" type="checkbox"/> 72. Maintain record of annual staff training on use of fire alarms and emergency evacuation procedures including evacuation and lock down.
		<input type="checkbox"/> 73. Ensure new directors complete staff development in Understanding Licensing Regulations within 90 days of hire.

Note: If number is checked, see attachment page(s) for clarification.

10/23/2015	11/25/2015	<input type="checkbox"/> 74. Ensure that all full-time staff complete 10 hours annual training with 2 hours in each of the following core areas: child growth and development; positive guidance and discipline; health and safety.
10/23/2015	11/25/2015	<input type="checkbox"/> 75. Ensure that the director, head teacher, group teacher and program supervisor complete 20 hours of annual training in 1 or more of the following: professional development approved by Professional Impact New Jersey or the National Child Care Association, or equivalent staff development in three or more of nine specific management areas including physical activity, special needs programming, & ADA guidelines.
		<input type="checkbox"/> 76. Maintain record of date, time, observation and purpose of consulting head teacher's 2 monthly on-site visits.
10/23/2015	1/4/2016	<input type="checkbox"/> 77. Ensure that 2 staff members who have current certified basic knowledge of first aid principles and CPR are at the center at all times when enrolled children are present.
6/7/2016		<input checked="" type="checkbox"/> 78. Complete and maintain at the center daily time sheets for staff and children with arrival and departure times.
		<input type="checkbox"/> 79. Maintain a written outline of daily activities.
10/21/2016	1/9/2017	<input type="checkbox"/> 80. Complete and maintain at the center the children's records checklist.

Notes:

		<input type="checkbox"/> 81. Review, at least annually, a list from the Consumer Product Safety Commission (CPSC) regarding unsafe products and provide staff and parents with CPSC website www.cpsc.gov/Recalls
		<input type="checkbox"/> 82. Ensure that the Universal Health Record is updated annually and received upon admission to the center unless records are coming from another state or country, where a 30 day grace period is permitted.
		<input type="checkbox"/> 83. Ensure staff designated to administer medication are trained and that at least two staff are trained if using blood glucose monitors, nebulizers and/or epi-pens.
		<input type="checkbox"/> 84. Maintain medication records that include the following: child's name and parental authorization; name of the medication; illness being treated; dosage, frequency and other instructions; time and by whom the medication was administered; any adverse effects.
		<input type="checkbox"/> 85. Maintain documentation for pets at the center, including applicable vaccinations and parent notification.
		<input type="checkbox"/> 86. Maintain at the center and distribute to parents a written policy on communicable disease management.
		<input type="checkbox"/> 87. Maintain on file and follow the written policy on the release of children.
		<input type="checkbox"/> 88. Develop an expulsion policy which includes: circumstances; methods to notify parents; sufficient time limits; reasons for immediate expulsion; parental receipt of the policy.
		<input type="checkbox"/> 89. Obtain from parents and maintain at the center: blanket permission slips for walks; individual permission slips for field trips, including information on type of vehicle used and designated drivers.
10/21/2016	1/9/2017	<input type="checkbox"/> 90. Maintain at the center documentation of a current comprehensive general liability insurance policy.

Sanitation & Diapering

		<input type="checkbox"/> 91. Wash and disinfect: toilet training chairs and potty seats after each use; diapering surfaces after each use; toys mouthed by infants and toddlers after each use; mats after each use unless stored separately; sleeping equipment weekly; sheets and blankets weekly; tables before each meal.
		<input type="checkbox"/> 92. Use a commercial disinfectant or a staff-made solution of 1 tablespoon bleach per quart of water.
		<input type="checkbox"/> 93. Ensure that children wash their hands with soap and running water: before intake of food; after using the toilet; after having a diaper change; and as needed.
		<input type="checkbox"/> 94. Ensure that staff wash their hands with soap and running water: before preparing or serving food; after assisting a child in toileting; after changing diapers; after contact with body fluids or secretions; and as needed.
		<input type="checkbox"/> 95. Provide disposable rubber gloves for contact with blood or vomit.
		<input type="checkbox"/> 96. Change each child's diaper when wet or soiled.
		<input type="checkbox"/> 97. Provide a diapering area within 15 feet of a sink not used for food preparation.
		<input type="checkbox"/> 98. Ensure that diapering does not take place in an area or on a surface used for food preparation.
		<input type="checkbox"/> 99. Maintain diapering surfaces as follows: flat; smooth; clean; dry; non-absorbent; in good repair.
		<input type="checkbox"/> 100. Place soiled disposable diapers in a closed container with a leakproof lining.

Bathroom & Kitchen Facilities

10/23/2015	11/25/2015	<input type="checkbox"/> 101. Ensure all toxic substances and medications are inaccessible to children.
Notes: Remove calcium chloride pellets from staff bathroom or keep door locked .		
		<input type="checkbox"/> 102. Ensure that children cannot lock themselves in bathrooms.
		<input type="checkbox"/> 103. Provide bathroom supplies as follows: soap; toilet paper; individual/disposable towels; platforms.
		<input type="checkbox"/> 104. Securely fasten the bathroom equipment.
		<input type="checkbox"/> 105. Sand and paint rusted bathroom stall dividers.
		<input type="checkbox"/> 106. Ensure toileting privacy: for children (SA); when staff/adult uses the same toilet facility as children.
		<input type="checkbox"/> 107. Designate and visibly identify the staff/adult toilet facility.
		<input type="checkbox"/> 108. Provide 1 toilet facility and sink: on each floor used by children (EC); within 1 floor for children.(SA)
		<input type="checkbox"/> 109. Ensure hot tap water does not exceed 110 degrees Fahrenheit (EC) or 120 degrees Fahrenheit. (SA)
		<input type="checkbox"/> 110. Maintain in sanitary and operable condition: toilets; sinks; other plumbing fixtures.
10/23/2015	11/25/2015	<input checked="" type="checkbox"/> 111. Provide a barrier to the kitchen area to prevent accidental access by children.
		<input type="checkbox"/> 112. Keep microwave/toaster ovens: out of children's reach; secured; not used when children in area.
		<input type="checkbox"/> 113. Provide a working refrigerator, or access to a refrigerator, for perishable foods or medication.
		<input type="checkbox"/> 114. Ensure that food waste receptacles are lined and maintained in a sanitary condition.

Health & Fire Safety

		<input type="checkbox"/> 115. Provide and make accessible to staff; a fully standard first aid kit; an American Red Cross First Aid Manual or its equivalent.
10/21/2016		<input type="checkbox"/> 116. Post a sign in a prominent location to prohibit smoking when the center is operating.
		<input type="checkbox"/> 117. Take necessary action to free the center of infestation by rodents and insects, provide documentation.
10/21/2016		<input type="checkbox"/> 118. Obtain and maintain on file a current health certificate.
10/21/2016		<input type="checkbox"/> 119. Obtain and maintain on file a current fire certificate.
10/23/2015	4/26/2016	<input checked="" type="checkbox"/> 120. Maintain on file the life/hazard use registration certificate applicable to licensed capacity/ages served.
10/21/2016		<input checked="" type="checkbox"/> 121. Conduct and document monthly fire drills during each session provided at the center and evacuate all children within 3 minutes.
10/23/2015	11/25/2015	<input checked="" type="checkbox"/> 122. Ensure the center's fire protective systems are operative at all times.
10/23/2015	11/25/2015	<input checked="" type="checkbox"/> 123. Develop and post prominently on every floor of the center an emergency plan including evacuation, disaster and lockdown procedures.
10/21/2016		<input checked="" type="checkbox"/> 124. Post a diagram depicting: approved areas; evacuation routes; room identifications.
10/23/2015	1/4/2016	<input checked="" type="checkbox"/> 125. Ensure that all exits and egress areas are unobstructed, and exit doors are easily operable.
Notes: Ensure that the common hallway is kept clear of any articles or storage at all times. (and calcium chloride pellets). RECITED		
2/17/2016	6/7/2016	<input checked="" type="checkbox"/> 126. Ensure that illuminated exit signs and emergency lighting are operable at all times.
		<input type="checkbox"/> 127. Ensure that fire extinguishers are serviced and tagged annually, and recharged if necessary.
		<input type="checkbox"/> 128. Remove excess storage and/or combustibles from the furnace room.
		<input type="checkbox"/> 129. Remove electric space heaters, portable liquid fuel-burning or wood-burning heating appliances.
		<input type="checkbox"/> 130. Arrange cribs, playpens and cots to provide access to an unobstructed 3-foot wide aisle that exits out.
		<input type="checkbox"/> 131. Provide and maintain in good condition: handrails on all stairs with 3 or more risers; guardrails on all open sides of landing with intermediate guards spaced no more that 4 inches apart.
		<input type="checkbox"/> 132. Install window guards, with approval of the local fire official, or provide an alternative method to ensure that children cannot fall out of windows.
		<input type="checkbox"/> 133. Comply with the New Jersey Uniform Construction Code (NJUCC)/Fire Code:
		<input type="checkbox"/> 134. Submit a copy of the final Certificate of Occupancy (CO) or Certificate of Continued Occupancy (CCO) that indicates the correct use group for the children served.
		<input type="checkbox"/> 135. Submit a copy of the Certificate of Approval, as issued by the local construction official, for changes in the building subject to the NJUCC requiring the issuance of a building permit.

Environmental Safety

10/21/2016		<input type="checkbox"/> 136. Complete and submit a DCF Renewal Attestation Form with the center's previous DEP approval letter attached and any other environmental documents if applicable.
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Note: If number is checked, see attachment page(s) for clarification.

		<input type="checkbox"/> 137. Submit a No Further Action Letter (NFA) or Child Care/Educational Facility Approval Letter from the Department of Environmental Protection (DEP), or Response Action Outcome Letter (RAO) from a Licensed Site Remediation Professional (LSRP) indicating that no further action is needed for the site on which the center is located. [Note: Check the DEP website at www.state.nj.us/dep/dccrequest for the most current information.]
		<input type="checkbox"/> 138. Submit a water supply certification indicating the center is serviced by a public community water system demonstrated through a copy of a current bill from that water company.
		<input type="checkbox"/> 139. Submit current documentation from the DEP, Bureau of Water System Engineering (BSDW), for centers not on a public community water system. [Note: Check the DEP, BWSE website at www.state.nj.us/dep/dccrequest/safedrink.html or call (609) 292-5550 for more information.]
		<input type="checkbox"/> 140. Ensure water tests are posted in each building.
		<input type="checkbox"/> 141. Submit a letter of prior uses from the municipality, county or state indicating whether the building has ever housed a use classified under the NJUCC, NJSA, 5:23, as: Group F (factory/industry); Group H (high hazard); Group S (storage); Group B (dry cleaner or nail salon); Group A (funeral home); or Group M (gas station.)
1/9/2017		142. Submit a Safe Building Interior Certification or other approval issued by the DOH for centers: a) co-located with a dry cleaner or nail salon; b) with one of the prior uses: F, H, S, B (dry cleaner, nail salon), A (funeral home) or M (gas station); c) located in a building built in 1978 or earlier; or d) located near a known hazardous area. [Note: Contact DOH prior to taking action to confirm what is needed for your center. Call DOH at (609) 826-4923 or email DOH using the link at www.state.nj.us/health/eoh/tsrp/iep/ccc_ieha.shtml]
Notes: exp 1/9/17		
10/21/2016	10/27/2016	<input checked="" type="checkbox"/> 143. Test for the presence of radon gas in every room on the lowest floor used by children in each building and post the test results in a prominent location in each building.
		<input type="checkbox"/> 144. Provide documentation that the center: completed a lead paint risk assessment; follows an approved lead paint risk assessment management plan; verified the absence of a lead hazard; notified parents of a lead hazard; completed the recommended remedial action to alleviate the lead paint hazard.
Notes:		
		<input type="checkbox"/> 145. Provide documentation that the center: follows an approved asbestos management plan; verified the absence of asbestos hazard; complies with the Asbestos Hazard Abatement subcode and DEP.
Building Maintenance		
2/17/2016		<input checked="" type="checkbox"/> 146. Keep all surfaces clean and in good repair.
Notes:		
		<input type="checkbox"/> 147. Replace, clean and/or secure all stained, broken and/or missing floor tiles and carpeting.
Notes:		
10/23/2015	2/17/2016	<input checked="" type="checkbox"/> 148. Replace, clean and/or secure all stained, broken and/or missing ceiling tiles.
Notes: Replace all stained ceiling tiles RECITED 6/7/2016 ABATED 10/21/16; RECITED 10/21/16		
10/23/2015	2/17/2016	<input type="checkbox"/> 149. Eliminate moisture resulting from leaks or seepage.
		<input type="checkbox"/> 150. Maintain the building structure to prevent drafts, leaks and infestation.
		<input type="checkbox"/> 151. Provide screens on: doors and windows used for ventilation; crawl spaces; attic spaces.
		<input type="checkbox"/> 152. Provide safety glass/protective guards for windows and glass located within 36 inches above the floor.
		<input type="checkbox"/> 153. Ensure window blinds are in good repair and blind cords are inaccessible to children.
		<input type="checkbox"/> 154. Provide protective covers for: electrical outlets; fluorescent tubes; incandescent light bulbs; fans.
		<input type="checkbox"/> 155. Provide and maintain suitable protective devices for radiators, steam and hot water pipes.
10/23/2015	1/4/2016	<input checked="" type="checkbox"/> 156. Provide/maintain mechanical ventilation: in operating condition; clean; unobstructed; replace filters.
Notes: clean filters RECITED 10/21/16		
1/9/2017	1/9/2017	<input type="checkbox"/> 157. Raise temperature to a minimum of 68 degrees Fahrenheit in all rooms used by children.
		<input type="checkbox"/> 158. Increase light in specific areas:
Notes:		
		<input type="checkbox"/> 159. Provide 1 of the 4 monitoring options listed in the manual.
		<input type="checkbox"/> 160. Ensure that doors in all interior rooms designated for use by children remain unlocked.
		<input type="checkbox"/> 161. Ensure shelving is secure and not overloaded, and appliances are secured to a stable surface.
		<input type="checkbox"/> 162. Pad lally columns in areas used by children to a height of 48 inches (EC) and 72 inches (SA).
		<input type="checkbox"/> 163. Ensure that stairways are free of tripping hazards.
		<input type="checkbox"/> 164. Provide a barrier extending at least 5 feet above floor level.

Note: If number is checked, see attachment page(s) for clarification.

		<input type="checkbox"/> 165. Repair and/or paint surfaces in specified areas:
Notes:		
		<input type="checkbox"/> 166. Maintain indoor/outdoor garbage receptacles as follow: covered; emptied as needed; leakproof; clean.
10/23/2015	4/26/2016	<input type="checkbox"/> 167. Ensure that indoor and outdoor equipment is sturdy, safe and free of hazards.
Notes: Secure flat screen monitors RECITED 10/21/16		
<i>Outdoor Play Area, Equipment and Maintenance</i>		
		<input type="checkbox"/> 168. Provide and maintain in good condition a fence, enclosure or other barrier for the outside play area.
		<input type="checkbox"/> 169. Provide a barrier, in addition to the fence, for outdoor play areas exposed to vehicular traffic.
		<input type="checkbox"/> 170. Grade or provide drains for the outside play area.
		<input type="checkbox"/> 171. Ensure that outdoor areas and play equipment are free from stagnant water.
		<input type="checkbox"/> 172. Provide and maintain play equipment to meet public playground design standards (ASTM F-1487) as specified by the Consumer Product Safety Commission (CPSC). (Not for profits by 10/18/14)
		<input type="checkbox"/> 173. Ensure play equipment is specifically age-appropriate for the ages served.
		<input type="checkbox"/> 174. Repair or remove broken/rusted toys in the outdoor play area.
		<input type="checkbox"/> 175. Provide and maintain resilient surfacing (ASTM F-1292) and use zones under all play equipment that subjects children to a fall as specified by the CPSC.
		<input type="checkbox"/> 176. Ensure that any community playground equipment used by the children complies with applicable provisions of the Playground Safety Subcode.
		<input type="checkbox"/> 177. Ensure the safety of the children on route to the outdoor play area.
Notes:		
		<input type="checkbox"/> 178. Remove debris and overgrown vegetation in the outdoor play area.
		<input type="checkbox"/> 179. Ensure that hazardous plants are not kept in the center or near outside areas used by children.
		<input type="checkbox"/> 180. Ensure that sand in the outdoor play area is asbestos-free and maintained in a sanitary manner.
		<input type="checkbox"/> 181. Ensure pesticides are not applied in or around the center during operating hours and all toys and non-permanent play equipment are removed before application.
		<input type="checkbox"/> 182. Provide 350 square feet of outdoor space for 10 children and 35 square feet for each additional child.
		<input type="checkbox"/> 183. Limit the number of children using the outdoor play area to the maximum capacity.
		<input type="checkbox"/> 184. Cease using dump and fill wading pools.
		<input type="checkbox"/> 185. Ensure swimming pools/natural bathing places used by children comply with applicable provisions of the Public Recreation Bathing Rules, as specified in NJAC 8:26, and with applicable provisions of the Building Subcode and Barrier-Free Subcode of the NJUCC, as specified in NJAC 5:23.
		<input type="checkbox"/> 186. Ensure that children using swimming pools or natural bathing facilities are supervised in accordance with applicable provisions of the N.J. Youth Camp Safety Act rules, as specified in NJAC 8:25.
		<input type="checkbox"/> 187. Provide lighting in parking areas, walkways and other exterior areas used by center occupants at night.
		<input type="checkbox"/> 188. Take necessary action to remove outdoor hazards.
Notes:		

ALERT: Effective 8/6/14, stackable cribs are prohibited. For more information on crib safety and safe sleep environments for infants, refer to CPSC's crib information center at www.cpsc.gov/info/cribs/index.html.

☐ See attached Transportation Inspection/Violation page.

Inspector(s) Name(s)

J. Thiel CCQAI 2

#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
60	10/23/2015	2/17/2016	Family worker whom is left in charge in director's absence needs to be trained as the director designee. On the day of the inspection, the family worker was not familiar on where the current documentation was nor how to handle the fire panel issue. Retrain staff and submit retraining document with staff signatures to OOL.	Delete
71	10/23/2015	1/4/2016	Based on complaint #887: Provide documentation for appropriate methods of discipline for all staff. Documentation could not be produced on the day of the investigation.	Delete
72	10/23/2015	4/19/2016	On the day of the inspection the fire panel annunciator had a trouble light on. Inter views with the staff indicated that the staff were unaware of that the fire panel annunciator existed, the were unaware that the panel was in trouble, the were unaware of who is responsible for checking the fire panel status, and they did not know what to do about the fire alarm panel other than call the director. Both the director and the facilities manager were unreachable during the inspection until the OOL requested that the main office interrupt the meeting that the facilities manager was attending in order to inform CDI of the trouble light. OOL inspector contacted the Central monitoring company and was able to determine that the company was still receiving signal, and the problem may be due to phone line trouble in the area. Documentation was presented to OOL for training given in August. All staff must be immediately retrained due to this incident, and retraining document must be submitted with staff signatures to OOL.	Delete
111	10/23/2015	11/25/2015	Ensure that the kitchen door is kept closed.	Delete
122	10/23/2015	11/25/2015	Fire panel was in trouble due to phone line trouble.	Delete
123	10/23/2015	11/25/2015	Ensure that emergency procedures form and the disaster and lockdown procedures are completed, maintained, posted and visible at all times. Forms were blank and hidden at the time of inspection.	Delete
				Delete
111	2/17/2016	2/17/2016	Kitchen door was opened again. When the food service person saw the inspector walking towards the kitchen she put the gate up. Retrain staff and submit retraining document with staff signatures to OOL.	Delete
125	2/17/2016	1/4/2016	Ensure that ladders are not propped behind emergency exit door leading into egress hallway and that the hallway is kept clear of empty boxes as well.	Delete
126	2/17/2016	6/7/2016	Ensure that the exit sign at the end of the egress hallway is maintained lit at all times.	Delete
146	2/17/2016		Ensure that both wooden exit doors are maintained in good condition. The bottom of both doors are rotting away and there are holes that may allow rodents to come in from. One of the doors has the insulation rubber coming off and needs to be secured to prevent the draft.	Delete
111	6/7/2016		Ensure that the kitchen door is either closed or that the gate is engaged at all times. Inspector engaged the gate during inspection. Retrain staff and submit retraining document with staff signatures to OOL.	Delete
148	6/7/2016	10/21/2016	Ensure that all stained ceiling tiles are replaced.	Delete
78	6/7/2016		Ensure that all staff sign in and out daily including Director.	Delete
				Delete
				Delete
3	10/21/2016	10/21/2016	On the day of the inspection a 3 year old boy left his classroom and came to the office without the staff noticing that he had no gone to the bathroom as he was supposed to do. An administrator walked the child back after the OOL inspector noticed the boy. Ensure that supervision is adequate amd maintained at all times.	Delete
5	10/21/2016	10/27/2016	On the day of the inspection room 2 had 13 3 year olds present with only one staff person when 2 staff are required. Ensure that ratios are maintained at all times.	Delete
11	10/21/2016	10/27/2016	Ensure that the center's license is posted at all times.	Delete
13	10/21/2016	1/9/2017	Ensure that the classrooms are labeled at all times.	Delete
14	10/21/2016	1/9/2017	Ensure that all cleaning spray bottles are labeled. On the day of the inspection, an unlabeled spray bottle which was filled with bleach and water was within the reach of children. OOL inspector opened the bottle to check its' contents and removed it from the reach of children.	Delete
18	10/21/2016	1/9/2017	Ensure that all broken toys are removed from the classroom.	Delete
20	10/21/2016		On the day of the inspection the children were not taken outdoors as the staff indicated as part of their morning schedule. The weather was not inclement. Ensure that children are taken outdoors daily.	Delete
25	10/21/2016	10/27/2016	Ensure that the center's discipline policy is posted at all times.	Delete
54	10/21/2016		The center could not produce an existing illness log and did not have a blank form on file to complete. Ensure that an illness log is on site, maintained, and complete.	Delete
56	10/21/2016	1/9/2017	The center could not produce any existing accident reports or log for review. The staff could not produce a blank report/log in case an accident were to occur. Ensure that an accident report/log is on site, maintained, and complete.	Delete
60	10/21/2016		On the day of inspection, there was no director designee on site. A family worker came to the center after the inspection commenced. Staff were not aware of who was in charge other than an agency representative who is located at the agency headquarters. Ensure there is a director designee on site at all times when the director is not present.	Delete
66	10/21/2016		On the day of the inspection there was no staff records checklist to review. There have been some staffing changes since the change of sponsor. Ensure that there is an updated staff records checklist on site which is updated and maintained complete at all times. Submit the checklist to OOL.	Delete

#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
67	10/21/2016		Staff on site without cleared CARI's.	Delete
68	10/21/2016		CHRI clearances could not be reviewed because they were not on site.	Delete
71	10/21/2016		Ensure that staff are retrained and provided with a new orientation. The staff on site are former employees of the center's previous sponsor. Interviews with the staff revealed that although they have received training. The training was agency specific, but lacked the site specific elements. Ensure that staff are retrained in emergency evacuations, maintaining ratios, adequate supervision, and issues relating to the center's fire alarm panel.	Delete
72	10/21/2016		Ensure that all staff receive specific training on how to check the fire panel and it's two different ways in which the panel can be checked daily. On the day of the inspection it was revealed that the fire alarm panel had not been working for the two days that the center was open and no one in the center nor from the agency was aware that the panel was not functioning. Ensure that staff are retrained in the use of the fire alarms and recognizing when the panel in not functioning. Submit retraining document with staff signatures to OOL.	Delete
77	10/21/2016		Produce valid CPR & First Aid cards for staff, and ensure that there are 2 people with valid cards on site at all times.	Delete
80	10/21/2016	1/9/2017	Produce, complete and maintain a children's records checklist.	Delete
90	10/21/2016	1/9/2017	Center did not have a copy of their general liability insurance certificate on site.	Delete
101	10/21/2016	1/9/2017	Ensure that staff pocketbooks are kept out of the reach of children.	Delete
101	10/21/2016	1/9/2017	Ensure that all toxics are kept out of the reach of children at all times. OOL inspector found bleach and AJAX in an unlocked cabinet under the sink in the classroom. OOL inspector removed these items during the inspection.	Delete
118	10/21/2016		Provide a current health certificate.	Delete
119	10/21/2016		Provide a current fire certificate.	Delete
120	10/21/2016		Provide a current life hazard use registration certificate. Exp 8/4/16	Delete
121	10/21/2016		Provide a copy of a current, maintained, and completed fire drill log.	Delete
122	10/21/2016	10/27/2016	On the day of the inspection, OOL inspector found that the fire panel was not functioning. Further investigation revealed that as per the representative from the central monitoring station, the center did not have a formalized contract with the alarm company and that the central monitoring station was not receiving signal for the panel located at the center. Ensure that the required phone lines are operational and submitting signal for proper fire monitoring at all times. Center was closed and children were sent home during the inspection. The center cannot reopen until the panel is fully functional. The sponsor was instructed to communicate to OOL immediately when the panel was functional before allowing children to return. Sponsor is to submit in writing that the panel is functioning, and a statement assuring that the panel will remain functioning at al times.	Delete
123	10/21/2016		Ensure that there is an emergency evacuation plan with emergency phone numbers, disaster and lockdown procedures posted at all times. instructions	Delete
124	10/21/2016		Ensure that there is a floor plan for the entire center which clearly indicates evacuation routes, fire extinguishers and pull stations and that it is posted at all times.	Delete
125	10/21/2016	10/21/2016	Ensure that all emergency egress areas and hallways are kept clear at all times. The hallways were blocked with chairs and boxes. These items were later removed towards the end of the inspection.	Delete
143	10/21/2016	10/27/2016	Ensure that radon test results are posted at all times. If the current test results cannot be located the center will have to retest.	Delete
146	10/21/2016	1/9/2017	Remove rust from the handicap bars in the children's bathroom.	Delete
148	10/21/2016		Ensure that the ceiling tiles are cleaned from the dust that is being expelled from the vents.	Delete
156	10/21/2016		Ensure that all vents are kept dust free at all times.	Delete
161	10/21/2016		Ensure that all computers monitors are secured to the table.	Delete
167	10/21/2016	1/9/2017	Ensure that the cable that is coming from the ceiling in room 2 is tacked down.	Delete
125	1/9/2017	1/9/2017	On the day of the inspection observation revealed that the center had blocked the emergency egress door. All children were moved to the other classroom which could accommodate the entire school and therefore the violation was abated.	Delete
				Delete